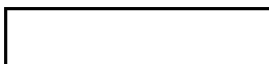


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MEMORANDUM FOR:



I want to advise you of the meeting mentioned in the attached memo. Please let me know if you think there is anybody else other than you and Joan who need copies.

Annette

On for PCC

Date 29 DEC 1978

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26 SEP
20 1978

MEMORANDUM FOR: Deputy Director for Resource Management
Deputy Director for Collection Tasking
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Sensitive Document Control Program

REFERENCE: Multiple addressee memo from DDCI dtd 1 Sep 78,
Subject: Sensitive Document Control

1. As you are aware, by reference the DDCI directed the establishment of a Sensitive Document Control Program. The objectives of the program are:

- To identify the most sensitive of each component's document holdings, those clearly related to source and method protection or to the survival of programs and projects.
- To cluster these component holdings, insofar as practicable, within the best possible physical security setting.
- To assign personal accountability for each of the documents contained in these collections.
- To effect inventories of the collections at least annually but more often if possible.

2. Soon after the reference was issued, a number of meetings and discussions were held with RMOs and others to work out the details of the program. We now feel that follow-up consultation would be helpful to answer questions and give any guidance that may be necessary. At the same time we seek to assure ourselves that this program is functioning properly and to surface areas where changes or improvements may be necessary.

3. Accordingly, I have asked [] Deputy Chief, Records Administration Branch, to contact appropriate RMOs to discuss their activities with respect to this program. [] will be assisted by Office of Security personnel who will be prepared to answer any questions the RMOs may have regarding physical security of documents and information systems. [] will begin making contact during early January. I would appreciate it if you would so alert appropriate personnel in your component.

/s/ John F. Blake
John F. Blake